

**Prince George Fire & EMS
Request for Trade Time**

Requested Date Off: _____

Time Trade Requested: _____

Employee Requesting Time: _____

Employee's Signature: _____

Date: _____

Supervisor's Approval: _____

Date: _____

Employee Agreeing to Work: _____

Employee's Signature: _____

Date: _____

Supervisor's Approval: _____

Date: _____

Date time is to be repaid: _____

Supervisor Verification of Time Repaid: _____

Date Form Returned to Supervisor: _____

Date Filed by Supervisor: _____

Supervisor Verification: _____